

**ESTIMATED DEADLINE DATES
(ASSUMING EARLIEST POSSIBLE DATES)**

**BIDDING PROCESS
INSTRUCTIONS FORM**

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| RFP Issue Date: | 4:30 p.m. | Tuesday, February 8th |
| RFP Questions Deadline: | 4:00 p.m. | Friday, February 17th (9 days from RFP issue date) |
| Question Extension Deadline Request: | 4:00 p.m. | Friday, February 17th (Day of RFP questions deadline) |
| Proposal Extension Deadline Request: | 4:00 p.m. | Wednesday, February 22nd (2 days before proposal deadline) |
| Proposal Deadline Date: | 4:00 p.m. | Friday, February 24th (16 days from RFP issuance) |
| Bidder Selection Date: | 4:30 p.m. | Monday, February 27th (3 days after proposal deadline) |
| Execution of Contract Date: | 4:30 p.m. | Friday, March 3rd (4 days after bidder selection date) |

**PERFORMANCE PROCESS
CONTRACTS FORM**

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| LSA Transmission of Test Composed Pages: | 4:30 p.m. | Friday, March 3rd (Execution of contract date) |
| Delivery of Paper-Proof Cover: | 4:30 p.m. | Wednesday, March 8th (5 days from execution of contract date) |
| Delivery of Sample Blue Line Pages: | 4:30 p.m. | Wednesday, March 8th (5 days from LSA transmission of test composed pages) |
| LSA Approval of Sample Blue Line Pages: | 4:30 p.m. | Thursday, March 9th (1day from delivery of sample blue line pages) |
| LSA Transmission of Composed Pages: | 4:30 p.m. | Thursday, March 9th (Same day as LSA approval of sample blue line pages) |
| LSA Approval of Paper Proof Cover: | 4:30 p.m. | Thursday, March 9th (1day from delivery of paper-proof cover) |
| Delivery of Blue Line Pages: | 4:30 p.m. | Thursday, March 16th (5 business days from LSA transmission of composed pages) |
| Delivery of Sample Cover: | 4:30 p.m. | Monday, March 20th (10 days from LSA approval of paper-proof cover) |
| LSA Approval of Sample Cover: | 4:30 p.m. | Tuesday, March 21st (1 day from delivery of sample cover) |
| LSA Approval of Blue Line Pages: | 4:30 p.m. | Tuesday, March 21st (5 days from delivery of blue line pages) |
| Delivery of Books: | 4:30 p.m. | Tuesday, April 11th (21days from LSA approval of blue lines) |

Computing Time. For purposes of computing delivery requirements:

1. Calendar Day. A calendar day begins at 8:00 a.m. and ends at 4:30 p.m. central time. In computing time, the first day is excluded and the last day is included unless the last day falls on a Sunday or a legal public holiday as defined in Iowa Code § 1C.1, in which case the time prescribed is extended to include the next succeeding calendar day. Any reference to "day" alone means a calendar day. In computing time, the first calendar day is excluded and the last business day is included.

2. Business Day. A business day begins at 8:00 a.m. and ends at 4:30 p.m. central time. A business day is a calendar day other than a Saturday or Sunday or a day recognized as a legal holiday by the State of Iowa (see Iowa Code § 1C.1). In computing time, the first business day is excluded and the last business day is included.